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EDICT OF GOVERNMENT



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ASD 103 (2006) (English): Certification Of
Aerodrome



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**AIRPORT STANDARDS DIRECTIVE 103
[ASD 103]**

CERTIFICATION OF AERODROMES



**AIRPORTS STANDARDS DIVISION
DEPARTMENT OF CIVIL AVIATION MALAYSIA**

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INTRODUCTION

1. Responsibility for ensuring safety, regularity and efficiency of aircraft operations at aerodromes rests with contracting states to the Convention on International Civil Aviation. Contracting states are obliged to observe Articles 28 and 37 of the Convention and shall ensure aerodromes and aerodrome facilities, infrastructures and services provided are consistent with Standards and Recommended Practices [SARP] developed by ICAO.
2. ICAO recognized certification of Aerodromes as the most effective and transparent means of ensuring compliance with applicable specifications on aerodromes contained in Annex 14.
3. As a contracting state to the Convention on International Civil Aviation, certification for aerodromes used for international operations, in any state of Malaysia, shall be implemented in accordance to this Directive. Certification of aerodromes shall also be extended to other aerodromes open for public use.

OBJECTIVE

4. This Airport Standards Directive [Directive] is intended to serve guidance to aerodrome operators pertaining to ICAO mandatory requirement on the certification of aerodromes. It outlines the certification procedures engaged and the subsequent compliance and enforcement of the aerodrome operator's obligations.
5. The implementation of this Directive will ensure facilities, equipments and operational procedures at certified aerodromes are in compliance with SARPS specified in Annex 14 to the Convention on International Civil Aviation, and to national standards and practices as defined under Airport Standards Directives published by Director General of Civil Aviation.

RULES

6. Aerodromes intended for use by public transport aircraft are to be certified in accordance with national aerodrome certification requirements as defined in this Directive.
7. The SARPS in ICAO Annex 14 and Airport Standards Directives published by the Director General of Civil Aviation, unless otherwise indicated in a particular context, shall be applied in the certification of aerodromes.
8. The Director General of Civil Aviation must be satisfied that the aerodrome conforms with SARPS in ICAO Annex 14 and Airport Standards Directives, and that the aerodrome will offer a safe environment for the operation of the aircrafts that it is intended for and that the aerodrome operator has the necessary competence and experience to operate and maintain the aerodrome, before granting an aerodrome certificate.
9. Aerodromes with facilities or services which do not fully meet or deviates from ICAO Annex 14 SARPS and Airport Standards Directives may still apply for aerodrome certificate. However, the Director General of Civil Aviation, if and where permitted, may be allow certification, after an aeronautical study has been conducted and an appropriate level of safety is assured, subject to certain conditions and procedures to be complied with by the aerodrome operator.

10. Non-certified aerodromes are not covered under this Directive but are subject to safety and other requirements detailed in Airport Standards Directive 104.

APPLICABILITY

11. This Directive is applicable and prescribes rules governing the certification of aerodromes, in any state of Malaysia, intended for use by public transport aircraft.
12. Government aerodromes and military aerodromes are not subjected to the need for certification.
13. Private-owned aerodrome that is not open for use by public transport aircraft are not subjected to the need for certification.

AUTHORITY

14. The Authority for certification of aerodromes is the Director General of Civil Aviation Malaysia.

CERTIFICATION PROCESS

15. The certification process will ensure that aerodrome certificates are issued, refused, transferred or surrendered in a consistent manner.
16. The aerodrome certification process will comprise:
 - [i] Application.
 - [ii] Assessment of application.
 - [iii] Certification inspection.
 - [iv] Inspection Report.
 - [v] Remedial Action.
 - [vi] Grant or Refusal.
 - [vii] Promulgation in the AIP.
 - [viii] Periodic Verification.

APPLICATION

17. Application for an aerodrome certificate shall be made to the Authority at the following address:

Department of Civil Aviation
Airport Standards Division
Level 1 Block Podium B 4G4 Precinct 4
Federal Government Administration Offices
62570 Putrajaya.
Phone: 03-88714000
Fax : 03-88714335

18. The applicant shall submit -

- [i] Completed application form ASD103/Cert/APL1 [**Appendix I**];
- [ii] Aerodrome Manual [four copies]; and
- [iii] Aerodrome Emergency Plan [two copies].

19. The Authority may require other documentation to facilitate the assessment of application.
20. Application should be submitted in sufficient time to allow detailed consideration and inspection of the aerodrome before the grant of a certificate. The minimum notice required is thirty-days [30 days] from the date the application is received by the Authority.
21. The interval between application and grant of a certificate may depend upon matters within the control of the applicant and no undertaking can be given that the Authority will be able to reach a decision within a particular time period.
22. An intending applicant should in his own interest consult the Authority before committing himself to expenditure on developing or equipping an aerodrome.

ASSESSMENT OF APPLICATION

23. Before a certificate is granted the Authority will require to be satisfied that the physical conditions on the maneuvering area, apron and in the environs of the aerodrome are acceptable; and that the scale of equipment, facilities and services provided are adequate for the flying activities which are expected to take place at the aerodrome. The Authority will also wish to be satisfied that the applicant is able to ensure an effective aerodrome management organization and, in those activities that are related to the safe operation of the aerodrome, staff who are competent and where necessary suitably qualified.
24. The initial assessment of application shall be based on information provided by Applicant in the form ASD103/Cert/APL1, and the Aerodrome Manual, Aerodrome Emergency Plan and other documentation as required by the Authority.

25. The Aerodrome Manual is a fundamental requirement of the certification process and shall take the form and contains information as detailed in ICAO Doc. 9774. The information presented in the Aerodrome Manual should demonstrate that the aerodrome conforms to the certification standards and practices as specified in ICAO Annex 14 SARPS and relevant Airport Standards Directives and that there are no apparent shortcomings that would adversely the safety of aircraft operations. From the contents of the aerodrome manual, the Authority will assess the suitability of the aerodrome for proposed aircraft operations and to judge an applicant's fitness to hold a certificate.
26. The initial assessment of the application may include flight operations assessment by the Authority. The assessment will consider the proximity of the aerodrome to other aerodromes and landing sites; obstacles and terrain; any excessive operational restrictions requirements; any existing restrictions and controlled airspace; and any existing instrument procedures.
27. If the result of the initial assessment is negative, then there is no need to proceed any further. The Authority will inform the applicant, accordingly, and specifically states the deviation[s] from ICAO Annex 14 SARPS and Airport Standards Directives observed in the Aerodrome Manual and the Aerodrome Emergency Plan; or the deficiencies or inadequate information provided in those documents.
28. The Applicant may appeal to the Authority's decision and submit revised Aerodrome Manual and/or Aerodrome Emergency Plan; or if observations are deviation[s] from ICAO Annex 14 SARPS and Airport Standards Directives, results of an aeronautical study that assures an appropriate level of safety can be achieved.
29. The assessment, however, does not take into consideration land-use and environmental protection issues that may require approval of other authorities. The applicant shall provide information regarding these approvals as detailed in the application form ASD103/Cert/APL1, where applicable.

CERTIFICATION INSPECTION

30. Certification inspection will only be conducted after the Authority has been satisfied with the Aerodrome Manual, the Aerodrome Emergency Plan and other documentations submitted by the applicant.
31. The Applicant will be notified the date when certification inspection is to be conducted.
32. The Authority will carry out a detailed examination of the aerodrome. The certification inspection is undertaken for the purpose of verifying the information provided in the Aerodrome Manual; and to physically check and assess the facilities, equipments, services and operational organization and ensure that they comply with ICAO Annex 14 SARPS and Airport Standards Directives. **[Appendix II]**

33. Certification inspection generally include the following steps-

- [i] Notification
Notification by Authority on the inspection date.
- [ii] Pre-Inspection Briefing
On-site briefing regarding inspection procedure, scope of inspection, inspection time schedule and applicant's personnel to be made available during inspection.
- [iii] Pre-Inspection Review
Inspection of documentation including Aerodrome Manual and Aerodrome Emergency Plan; and other standard operating procedures, preventive and corrective maintenance plans, maintenance records, NOTAMS and other relevant documentation relating to safe and efficient operations of the aerodrome.
- [iv] Physical Inspection
Inspection on facilities, equipment, services and operational organization to assess compliance with ICAO Annex 14 SARPS and Airport Standards Directives
- [v] Night Inspection
Only for aerodromes where operations are conducted at night or where an approach lighting system is provided.
- [vi] Post Inspection Briefing
Where inspection findings on documentations, facilities, equipment, services and operational organization are informed to the applicant.

34. The applicant shall allow access to any part of the aerodrome or any aerodrome facility, including equipment, records and documents, during the certification inspection.

35. The applicant shall cooperate in conduct of the certification inspection, and relevant applicant's personnel shall be made available to the Authority to facilitate the inspection.

INSPECTION REPORT

36. The Authority will issue an inspection report to the applicant within seven-days [7-days] upon the completion of a certification inspection.

37. The inspection report contains the inspection findings, if any, and instructions or recommendations on actions to be taken by the applicant to rectify them. Inspection findings are registered in the Non-Compliance/Observation Report Form AD103/Cert/IR [Appendix III]

38. Findings and shortcomings are classified as follows –

- [i] Major non-compliances
Findings that are recognized as necessary for the safety and efficiency of aircraft operations and immediate action by applicant is required.
- [ii] Minor non-compliances
Findings that are recognized as necessary for the safety and efficiency of aircraft operations and immediate action by applicant is encouraged.
- [ii] Observations
Findings that are recognized as desirable for the safety and efficiency of aircraft operations.

39. Where non-compliance with operating procedures is noted, the Authority will require that compliance be assured, and that the Aerodrome Manual or established operating procedures be revised to reflect current practice.

40. Where non-compliance of aerodrome facilities or equipment is noted, the Authority will require the applicant to take appropriate remedial action to accomplish compliance.

REMEDIAL ACTION

41. All non-compliances registered in an inspection report, and which are stated and issued to the applicant in the Non-Compliance/Observation Report Form ASD103/Cert/IR, will require corrective action by the applicant.

42. Applicant shall state proposed corrective action plan in the Non-Compliance/Observation Report Form ASD103/Cert/IR and to be submitted to the Authority within fourteen-days [14-days] of the date of the inspection report issued by the Authority.

43. The corrective action plan shall describe method[s] to be taken by the applicant to address the non-compliance, the time duration required and the date which compliance will be achieved.

44. The Authority, upon receipt and evaluation of applicant's corrective action plan, may or may not approve the plan. Where the plan suggested is not satisfactory or the time duration to correct the findings is considered unacceptable, the Authority will notify the applicant to revise his corrective action plan.

45. A revised corrective action plan must be submitted to the Authority within fourteen-days [14-days] of the notification by the Authority.

46. Regardless of the above, the Authority expects –

- [i] Major non-compliances on aerodrome facilities, equipment and services to be immediately corrected by the applicant within thirty-days [30-days] of the date of the inspection report issued by the Authority; and
- [ii] Revision and amendment to correct deficiencies or discrepancies in the Aerodrome Manual and other operating procedures to be submitted to the Authority within thirty-days [30-days] of the date of the inspection report issued by the Authority.

47. The Authority may conduct a follow-up inspection to certify the non-compliances has been satisfactorily corrected.

GRANT OR REFUSAL

48. The Director General of Civil Aviation must be satisfied that the aerodrome conforms with SARPS in ICAO Annex 14 and Airport Standards Directives, and that the aerodrome will offer a safe environment for the operation of the aircrafts that it is intended for and that the aerodrome operator has the necessary competence and experience to operate and maintain the aerodrome, before granting an aerodrome certificate.

49. Based on the assessment of application and the subsequent certification inspection conducted on the aerodrome, the Authority will notify the applicant whether the application was successful or unsuccessful.

50. An application for an aerodrome certificate may be refused if –

- [i] application form ASD103/Cert/APL1 not complete;
- [ii] required documentation not submitted with the application;
- [iii] corrective action plan as required inspection report not submitted within the stipulated time;
- [iv] corrective action on non-compliances not done or revision to documentation not submitted within the stipulated time; or
- [v] follow-up inspection reveals that non-compliances are not satisfactorily rectified.

51. Where an application was unsuccessful, the applicant shall be notified and reason for the refusal will be indicated.

52. If the application was successful, an aerodrome certificate, incorporating conditions, as applicable, shall be granted to the applicant. **[Appendix IV]**

PROMULGATION IN THE AIP

53. Upon satisfactory completion of the certification process, information about the aerodrome shall be provided to the Aeronautical Information Services for publication in the Aeronautical Information Publication [AIP].

PERIODIC VERIFICATION

54. Following the grant of an aerodrome certificate, scheduled inspections will be made by the Authority to ensure that certified aerodromes continue to comply with ICAO Annex 14 SARPS and Airport Standards Directives, and other conditions and the requirements attached to the Certificate issued by the Authority.

55. The scheduled inspections shall be conducted as follows –

International airports	Every year
Domestic airports	Every two years
Domestic airstrips	Every three years
Heliports	Every three years

56. Aerodrome operators will given notice prior to the scheduled inspections.

CERTIFICATE HOLDER OBLIGATION

57. The grant of an aerodrome certificate obliges the aerodrome operator to ensure the safety, regularity and efficiency of operations at the aerodrome.
58. The aerodrome operator shall comply with the SARPS specified in ICAO Annex 14 and Airport Standards Directives issued by the Auhority and with any conditions endorsed in the aerodrome certificate.
59. The aerodrome operator shall employ a adequate number of qualified and skilled personnel to perform all critical activities for aerodrome operations and maintenance. If the Director General or any other competent authority of the government requires competency certification for the personnel, the aerodrome operator shall employ only those persons possessing such certificates. The aerodrome operator shall implement a program to upgrade the competency of the personnel.
60. Subject to any Airport Standards Directives that the Authority may issue, the aerodrome operator shall operate and maintain the aerodrome in accordance with the procedures set out in the Aerodrome Manual. The aerodrome operator should ensure proper and efficient maintenance of the aerodrome facilities.

61. The aerodrome operator shall coordinate with the Air Traffic Services providers in order to be satisfied that appropriate air traffic services are available to ensure safety of aircraft on the maneuvering area and airspace associated with the aerodrome. The coordination shall cover other areas related to safety such as aeronautical information services, designated meteorological authorities, and security.
62. The aerodrome operator shall establish a safety management system for the aerodrome describing the structure of the organization and the duties, powers and the responsibilities of the officials in the organizational structure, with a view to ensuring that operations are carried out in a demonstrably controlled way and are improved where necessary.
63. The aerodrome operator shall oblige all users of the aerodrome, including ground handling agencies and other organizations that perform activities independently at the aerodrome in relation to flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome, and to cooperate in the program to promote safety at, and the safe use of, the aerodrome by immediately informing it of any accidents, incidents, defects and faults which have bearing on safety.
64. The aerodrome operator shall arrange for an audit of the safety management system, including an inspection of the aerodrome facilities and equipment. The audit shall cover the aerodrome operator's own functions. The aerodrome operator shall also arrange for an external audit and inspection program for evaluating other users, including ground handling agencies and other organization working at the aerodrome. The audits shall be carried out every six-months [6-months], or less.
65. The aerodrome operator shall ensure that suitably qualified safety expert prepares the audit reports, including the report on aerodrome facilities, services and equipment. The aerodrome operator shall retain a copy of the audit report[s] for a period to be required by the Director General. A copy of the report[s] shall be submitted to the Director General for review and reference.
66. Personnel so authorized by the Director General may inspect and carry out tests on the aerodrome facilities, services and equipment, inspect the aerodrome operator's documents and records and verify the aerodrome operator's safety management system before the Aerodrome Certificate is granted or validated or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the aerodrome. The aerodrome operator shall allow access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and operator personnel.
67. The aerodrome operator shall adhere to the requirements to notify and report to the Director General, air traffic control and pilots within the specified time limits -
 - [i] the aerodrome operator shall review all Aerodrome Information Publications [AIPs], AIP Supplements, AIP Amendments, Notice to Airmen [NOTAM], Pre-flight Information Bulletins and Aeronautical Information Circulars issued by AIS on receipt thereof and immediately after such reviews shall notify AIS of any inaccurate information contained therein that pertains to the aerodrome;
 - [ii] the aerodrome operator shall notify AIS and the Director General, in writing, at least sixty-days [60-days] before effecting any change to the aerodrome facility or equipment or the level of service at the aerodrome that has been planned in advance and which is likely to affect the accuracy of the information contained in any AIS publication;

- [iii] the aerodrome operator shall give AIS and shall arrange for air traffic control and the flight operations unit to receive immediate notice detailing any of the following circumstances of which the operator has knowledge -
 - (a) obstacles, obstructions and hazards.
 - i. any projection by an object through an obstacle limitation surface relating to the aerodrome; and
 - ii. the existence of any obstruction or hazardous conditions affecting aviation safety at or near the aerodrome.
 - (b) reduction in the level of service at the aerodrome as set out in any of the AIS publication;
 - (c) closure of any part of the movement area of the aerodrome; and
 - (d) any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.
- [iv] when it is not feasible for the aerodrome operator to arrange for the air traffic control or the flight operations unit to receive notification of the circumstances referred the above paragraph, the operator must give immediate notice direct to the pilots who may be affected by circumstances; and
- [v] follow-up inspection reveals that non-compliances are not satisfactorily rectified.

68. The aerodrome operator shall inspect the aerodrome, as circumstances require, to ensure aviation safety:

- [i] as soon as practicable after any aircraft accident or incident within the meaning of these terms as defined in Annex 13 to the Convention on International Civil Aviation;
- [ii] during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operation; and
- [iii] at any other time when there are conditions at the aerodrome that could affect aviation safety.

69. The aerodrome operator shall remove from the aerodrome surface any vehicle or other obstruction that is likely to be hazardous except under situation where Civil Aviation Regulation 125 applies.

EXEMPTIONS

70. The Director General may exempt, in writing, the aerodrome operator from complying with specific provisions of this Directive. An exemption is subject to the aerodrome operator complying with conditions and procedures specified by the Director General in the aerodrome certificate as being necessary in the interest of safety.

71. When an aerodrome does not meet the requirement of a SARPS specified in Annex 14 or Airport Standards Directives, the Director General may determine, based on result of aeronautical studies, only and if where permitted by standards and practices, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard and practices. Deviations from a SARPS specified in Annex 14 or Airport Standards Directives shall be set out in an endorsement on the aerodrome certificate.

DURATION OF CERTIFICATE

72. An aerodrome certificate by the Director General of Civil Aviation shall remain in force unless it is suspended, revoked or cancelled, or surrendered.

SUSPENSION AND REVOCATION

73. The Director General may suspend or revoke the certificate granted at any time where the certificate holder fails to comply with the provisions set forth in the Civil Aviation Act, the Civil Aviation Regulations, the Airport Standards Directives or for other grounds as set out in the Act.
74. The Director General may suspend or revoke the certificate where there is evidence of violation to the conditions set forth in the certificate or due to the negligence of procedures and practices contained in the Aerodrome Manual for that aerodrome.

SURRENDER OF CERTIFICATE

75. An aerodrome certificate holder must give the Authority not less than sixty-days [60 days] written notice of the date on which the certificate is to be surrendered in order that suitable promulgation action can be taken.
76. The Director General will issue a letter canceling the certificate on the date specified in the notice given by the certificate holder.
77. If the aerodrome is to remain open for use as an uncertified aerodrome, the Authority will entail the aerodrome operator met minimum safety requirements at the aerodrome in accordance to Airport Standards Directives 104.
78. If the aerodrome is to be closed to all traffic, the aerodrome operator shall take sufficient safety measures such as removal of windsocks and markings, the provision of closed markings, unserviceability markers and such other visual aids as necessary.
79. The Aeronautical Information Services will be advised to take appropriate action regarding the uncertified status of the aerodrome or the closure of the aerodrome.

TRANSFER OF CERTIFICATE

80. Transfer of certificate may be required when the ownership and the operation of the aerodrome is transferred from one operator to another.
81. The Director General may give its consent to and issue an instrument of transfer of an aerodrome certificate to a transferee. Consent to transfer will only be given only if the Authority is satisfied that the proposed transferee will be able to operate and maintain the aerodrome properly and that no significant variation will occur in the operations of the aerodrome.
82. Consent to the proposed transfer may be refused if the Authority is not satisfied that the proposed transferee will be able to operate and maintain the aerodrome properly or if significant changes to the operational aspects of the aerodrome will result or will be made by the transferee.
83. Notwithstanding the above, a proposed transfer of certificate shall be conducted as follows-
- [i] the current holder of the aerodrome certificate notifies the Authority, in writing, at least sixty-days [60-days] before ceasing to operate the aerodrome and that the current holder will cease to operate the aerodrome as of the date specified in the notice;
 - [ii] the current holder of the aerodrome certificate notifies the Authority, in writing, the name of the transferee;
 - [iii] the transferee applies to the Authority, in writing, within sixty-days [60-days] before the current holder of the aerodrome certificate ceases to operate the aerodrome for the aerodrome certificate to be transferred to the transferee.

INTERIM CERTIFICATE

84. The Director General may issue an interim aerodrome certificate to the applicant or the proposed transferee of an aerodrome certificate and authorizing the applicant or transferee to operate an aerodrome if the Director General is satisfied that:
- [i] an aerodrome certificate in respect of the aerodrome will be issued to the applicant or transferred to the transferee as soon as the application procedure for the grant or the transfer of an aerodrome certificate has been completed; and
 - [ii] the grant of the certificate is in the public interest and is not detrimental to aviation safety
85. An interim aerodrome certificate shall expire on the date on which the aerodrome certificate is issued or transferred or the expiry date specified in the interim aerodrome certificate, whichever is earlier.

86. The Appendices to this Directive shall be taken, construed, read and be part of this Directive.

DATO' IR. KOK SOO CHON
Director General
Department of Civil Aviation
Malaysia

Dated: 20 May 2005

AMENDMENT RECORD

[illegible]

APPENDIX I
APPLICATION FOR AERODROME CERTIFICATION

ASD103/Cert/APL1

JABATAN PENERBANGAN AWAM MALAYSIA
[DEPARTMENT OF CIVIL AVIATION MALAYSIA]

PERMOHONAN PERSIJILAN AERODROME
[APPLICATION FOR AERODROME CERTIFICATION]

1. MAKLUMAT PEMOHON
[PARTICULARS OF APPLICANT]

1.1 Name * :

1.2 Address :

.....

..... Postal Code :

1.3 Position :

1.4 Telephone : Facsimile :

1.5 Is the Applicant the Owner of the Aerodrome Site?

YES / NO

If **NO**, provide:

- [i] Details of Rights Held in Relation to the Site;
- [ii] The period and/or dates Applicant holds these rights; and
- [iii] Name and address of the owner of the site and written evidence to show permission has been obtained for the site to be used by the applicant as an aerodrome.

Note:

- [*] *Name of person[s], company or club designated as Aerodrome Operator and that will be responsible for giving effect to the conditions of the aerodrome certificate.*

2. MAKLUMAT TAPAK AERODROME
[PARTICULARS OF AERODROME SITE]

2.1 Name of Aerodrome :

2.2 State : District :

Lot No.: Plan No.:

2.3 Geographical Coordinates of the ARP : Latitude
Longitude

2.4 Ground Elevation Aerodrome [meters] :

3. OPERASI AERODROME
[AERODROME OPERATIONS]

3.1 Is the aerodrome to be used by Public Transport Aircraft? YES / NO

3.2 Aerodrome operational hours:hours

If not 24-hour operations, state

[i] Opening time :

[ii] Closing time :

3.3 Type of aircraft to be operated at the aerodrome:

[a] Aeroplanes YES / NO

[b] Helicopters YES / NO

[c] Microlights YES / NO

[d] Others [specify]

3.4 The heaviest type of aircraft in reference to item 3.3:

[i] Aircraft type :

[ii] Maximum Total Weight Authorized [kilograms] :

3.5 Expected number of movements per calendar month of heaviest aircraft type.
[One movement is one take-off or one landing]

..... per month

3.6 Is aircraft fuelling expected to take place at the aerodrome? YES / NO

4. KAWALAN GALANGAN
[OBSTACLE CONTROL]

4.1 Obstacle Limitation Surfaces

[i] Approach Slope : %

[ii] Take-off Slope : %

[iii] Transitional Slope : %

4.2 Is there a Controlled Area gazette, under Civil Aviation Act 1969 Section IV, for the aerodrome? YES / NO

If YES, state

[i] Gazette reference :

[ii] Date of gazette :

5. PENGURUSAN TRAFIK UDARA
[AIR TRAFFIC MANAGEMENT]

5.1 **Is the aerodrome located within controlled airspace?** YES / NO

If YES, state

[i] Vertical Limits [feet] :

[ii] Lateral Limit :
[In reference to ARP]

5.2 **Is Air Traffic Control service with licensed Air Traffic Controllers be provided at the aerodrome?** YES / NO

If NO, what are the available means of providing essential aerodrome information to pilots?

[i] AFIS YES / NO

[ii] NOTAM YES / NO

5.3 **In reference to item 5.3, who is responsible to provide the services?**

[i] AFIS :

[ii] NOTAM :

6. KELULUSAN PENGUASA TEMPATAN
[LOCAL AUTHORITIES APPROVAL]

6.1 **Before submitting this application, the Local Authorities, should be consulted and, their approval obtained.**

[i] Local Authorities for land-use? YES / NO

[ii] Certificate of Fitness? YES / NO

[iii] Fire and Rescue Services Department approval? YES / NO

[iv] Environmental Impact Assessment? YES / NO

7. DOKUMENTASI
[DOCUMENTATION]

7.1 **Applicant shall submit together with this application form, the following:**

[i] Aerodrome Manual [four copies];

[ii] Airport Emergency Plan [two copies]; and

[iii] Airport Security Program [two copies]

8. MAKLUMAT PADA SIJIL AERODROME
[DETAILS TO BE SHOWN ON AERODROME CERTIFICATE]

Aerodrome Name :

Aerodrome Operator :

9. PENGESAHAN
[CERTIFICATION]

I hereby –

- [i] apply for a certificate to operate the aerodrome [on behalf of the aerodrome operator above shown*]
- [ii] certify that the foregoing information is correct in every respect and no relevant information has been withheld.

* Delete if not applicable.

.....
[Signature of Applicant]

.....
[Company stamp]

Name :

Position :

Date :

MAKLMUMAN
[INFORMATION]

- [i] Before an aerodrome certificate is granted, the Director General of Civil Aviation will require to be satisfied that the physical conditions on the maneuvering area and its environs are acceptable, that the scale of equipment and services are adequate, and that the aerodrome is organized, staffed and other arrangements sufficient to ensure the safe operations of the aerodrome. The requirements are set out in detail in the ICAO Annex 14 and the relevant Airport Standards Directives published and issued by the Department of Civil Aviation, Malaysia.
- [ii] Completed application form together with the necessary documentation required for the certification shall be submitted to the Director General of Civil Aviation at the following address:

Jabatan Penerbangan Awam
Bahagian Piawaian Lapangan Terbang
Aras 1 Blok Podium B 4G4 Persint 4
Pusat Pentadbiran Kerajaan Persekutuan
62570 PUTRAJAYA

APPENDIX II

SCOPE OF CERTIFICATION INSPECTION

1. ON SITE VERIFICATION OF AERODROME DATA

2. FACILITIES AND EQUIPMENT INSPECTION

- [i] Dimension and surface conditions
 - runway[s]
 - runway shoulders
 - runway strip[s]
 - runway end safety areas
 - stopway[s] and clearways
 - taxiway[s]
 - taxiway shoulders
 - taxiway strips
 - aprons
- [ii] The presence of obstacles limitation surfaces at and in vicinity of the aerodrome;
- [iii] Aeronautical ground lights
 - runway and taxiway lightings
 - approach lights
 - PAPI/APAPI or T-VASIS/AT-VASIS
 - apron floodlighting
 - obstacle lightings
 - pilot-activated lighting, if any
 - visual docking guidance systems
- [iv] Standby power
- [v] Wind direction indicator[s] and illumination
- [vi] Aerodrome markings and markers
- [vii] Signs in the movement area
- [viii] Tie-down points for aircraft
- [ix] Ground earthing points
- [x] Rescue and fire-fighting equipment and installations
- [xi] Aerodrome maintenance equipment, particularly for airside facilities maintenance, including runway surface friction measurements
- [xii] Disabled aircraft removal equipment
- [xiii] Wildlife management equipment
- [xiv] Two-way radio communication for vehicle in movement area
- [xvi] Fuelling facilities

3. OPERATIONAL PROCEDURES

- [i] Aerodrome reporting
- [ii] Access to aerodrome movement area
- [iii] Inspection of movement area
- [iv] Maintenance of movement area
- [v] Inspection and maintenance of visual aids and electrical systems
- [vi] Construction and aerodrome works
- [vii] Apron management
- [viii] Apron safety management
- [ix] Airside vehicle control
- [x] Wildlife hazard management
- [xi] Obstacle control
- [xii] Removal of disabled aircraft
- [xiii] Handling of hazardous material
- [xiv] Low visibility operations
- [xv] Protection of radar and navigational aids

4. AERODROME ADMINISTRATION

APPENDIX III
NON-COMPLIANCE/OBSERVATION REPORT FORM

Form ASD103/Cert/IR

NON-COMPLIANCE/OBSERVATION REPORT FORM

NON-COMPLIANCE/OBSERVATION REPORT		Report No./.....
STATUS <input type="checkbox"/> MAJOR <input type="checkbox"/> MINOR <input type="checkbox"/> OBSERVATION	Name of DCA Aerodrome Inspector: .	Reference No/Document:
	Date of Inspection:	Name of Aerodrome Operator:
	Procedure / Facility Title:	
NON-COMPLIANCE DETAILED INFORMATION (To be filled by DCA Aerodrome Inspector)		Aerodrome Inspector: (Signature) Director Airport Standards, DCA (Signature)
CORRECTIVE ACTION DETAILED INFORMATION (To be filled by Aerodrome Manager)		Aerodrome Manager (Signature) Corrective Action Deadline:
FOLLOW-UP INSPECTION DETAILED INFO (To be filled by DCA Aerodrome Inspector)		Director Airport Standards, DCA (Signature)

**APPENDIX IV
AERODROME CERTIFICATE**

**DEPARTMENT OF CIVIL AVIATION
MALAYSIA**

CERTIFICATE OF AERODROME

ASD103/CERT/.....

.....
NAME OF AERODROME

.....
NAME OF AERODROME OPERATOR

This Certificate of Aerodrome is issued pursuant to Annex 14 of the Convention on International Civil Aviation read together with regulation 201 of the Civil Aviation Regulations 1996 by the Director General of Civil Aviation Malaysia to certify that the Aerodrome Operator[name of operator] has complied with the requirements of Volume I of Annex 14 to the Convention on International Civil Aviation dated 7 December 1944.

The Director General of Civil Aviation Malaysia may suspend, revoke or vary this Certificate of Aerodrome at any time if the Aerodrome Operator fails to comply with the requirements of Volume I of Annex 14 and the Civil Aviation Regulations 1996.

This Aerodrome Certificate shall remain in effective from the date of issue until suspended, revoked or varied.

| This Aerodrome shall be managed, maintained and operated in accordance to the publication in the Aeronautical Publication Information and the approved Aerodrome Manual.

| Exemption :

.....
DIRECTOR GENERAL OF CIVIL AVIATION

.....
DATE OF ISSUE

Note : This certificate shall be retained at the respective Aerodrome.

JABATAN PENERBANGAN AWAM
MALAYSIA

PERAKUAN PADANG TERBANG

ASD103/CERT/.....

.....
NAMA PADANG TERBANG

.....
NAMA PENGENDALI PADANG TERBANG

Perakuan Padang Terbang ini dikeluarkan menurut Annex 14 Konvensyen Penerbangan Awam Antarabangsa dibaca bersama dengan peraturan 201 Peraturan-Peraturan Penerbangan Awam 1996 oleh Ketua Pengarah Penerbangan Awam Malaysia untuk memperakukan bahawa Pengendali Padang Terbang[nama pengendali] telah mematuhi kehendak Jilid I Annex 14 kepada Konvensyen Penerbangan Awam Antarabangsa bertarikh 7 Disember 1944.

Ketua Pengarah Penerbangan Awam boleh menggantung, membatalkan atau mengubah Perakuan Padang Terbang ini pada bila-bila masa sekiranya Pengendali Padang Terbang tidak mematuhi kehendak Jilid I Annex 14 dan Peraturan-Peraturan Penerbangan Awam 1996.

Perakuan Padang Terbang ini kekal berkuat kuasa dari tarikh pengeluaran sehingga digantung, dibatalkan atau diubah.

| Padang Terbang ini perlu ditadbirkan, diselenggara dan beroperasi selaras dengan terbitan dalam Aeronautical Publication Information dan Aerodrome Manual yang diluluskan.

| Pengecualian :

.....
KETUA PENGARAH PENERBANGAN AWAM

.....
TARIKH PENGELUARAN

Nota : Perakuan ini hendaklah disimpan di Aerodrome yang berkenaan.

